

**PEEBLES AND DISTRICT CITIZENS ADVICE BUREAU  
(CHARITY NO SCO16637)  
EQUAL OPPORTUNITIES – RECRUITMENT MONITORING FORM**

POST TITLE	Money Adviser
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The CAB is striving to ensure equality of opportunity in its employment policies and therefore we have decided to monitor our recruitment practices. This will help us identify areas of under representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor each stage of the recruitment process, you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer the questions but you will appreciate that, for our monitoring policy to be wholly effective, we would hope to have 100% response.

If you do not wish to answer any question(s) this will not affect your application in any way. There follows an explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

We wish to give you the following assurances

- The information provided will not form the basis of any part of selection
- All information will be regarded as confidential
- This information will only be used for statistical purposes to monitor the composition of the service.

**1. ETHNIC ORIGIN**

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. The classifications we have used are those used by the General Register for Scotland – census forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my ethnic origin as *(in your own words or if you prefer tick one of the following)*:

White Scottish		Chinese		Caribbean		Arab	
Other White British		Indian		African			
White Irish		Pakistani		Black			
Any other white background		Bangladeshi		Any other black background			
		Any other Asian background					

Other ethnic background (please specify).....

**2. GENDER**

I am (please tick)	Male		Female		Transgender	
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**3. AGE**

25 and under	<input type="checkbox"/>	55 and over	<input type="checkbox"/>
26 - 34	<input type="checkbox"/>	Declined to answer	<input type="checkbox"/>
35 - 54	<input type="checkbox"/>		

**4. DISABILITY**

We understand that many employees do not declare disability or caring responsibilities because of possible discrimination against them by employers in the selection process. We would like to know how many people we attract to the service so that we can monitor the effectiveness of our policies towards disabled people and their carers.

Do you consider that you have a disability or long term health condition which limits your day to day activities?

Yes  No

Would you require special adaptations/equipment

Yes  No

Carer of someone with a disability

Yes  No

Please specify \_\_\_\_\_

\*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the CAB to ensure that interview arrangements are to your satisfaction.

**5. RELIGION AND BELIEF**

We appreciate that some people may not be happy with these classifications. The classifications that we have used are those used by the General Register for Scotland - census forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my religion or belief as:					
None		Other Christian		Sikh	
Church of Scotland		Muslim		Jewish	
Roman Catholic		Buddhist		Hindu	

Another religion or belief (Please specify) .....

## 6. SEXUAL ORIENTATION

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it.

I would describe myself as (*please tick*):

Heterosexual       Lesbian       Gay       Bisexual

## 7. MEDIA RESPONSE

**Where did you see this post advertised or how did you find out about it?**

## 8. COMMENTS

Do you have any comments about our monitoring form?

Updated December 2018